

approved by 2/1/12

## COMMISSION ON LEGAL COUNSEL FOR INDIGENTS INCLEMENT WEATHER POLICY

During inclement weather conditions, unless otherwise notified by an authorized official, each employee shall report to work as scheduled at the appointed time.

An employee who either reports to work late, or who leaves work early during inclement weather conditions while the employee's place of work remains open, will be charged appropriate leave for the time not worked.

An employee who is released from work due to an emergency or inclement weather conditions by an authorized official for those hours the employee was not required to work, will not have his or her pay reduced or be required to use leave for absence from work during those hours the office is closed. An employee who was not scheduled to report for work at an agency closed due to emergency or inclement weather conditions may not be provided additional compensation or time off due to the agency closing. However, an employee who had previously been granted leave for time off on a day when the office is subsequently closed due to an emergency or inclement weather conditions will not be charged leave for that portion of the day during which the office is closed.

For the purpose of this policy, "employee" means a salaried employee, or a hourly-wage employee who is scheduled to work an average of thirty or more hours per week.

For the purposes of this policy, each Supervising Attorney, or Lead Attorney in a Public Defender office is an authorized official. In the event of inclement weather conditions, each Supervising Attorney or Lead Attorney shall use his or her reasonable discretion in determining whether the office shall remain open, shall open late, or shall close early, and shall based his or her decision on factors such as the weather forecast, and other area closings. Each Supervising or Lead Attorney shall set forth a procedure for the employees in his or her office to obtain information regarding whether the office will be open, either by having the employees contact the Supervising or Lead Attorney, or whereby the Supervising or Lead Attorney contacts the

employees. The Supervising Attorney or designee shall give notice of the closing to each office employee, the local courts, prosecutor's office, and the Valley City administrative office. The notice may be given orally and followed up in writing or by email or other method of transmission.